

**Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday January 17, 2022, 4:00pm
Council Chambers, City Hall – 626 Geneva St**

THIS MEETING WAS HELD BOTH VIRTUALLY AND IN PERSON

Call Meeting to Order – President Lyon called the meeting to order at 4pm

Roll Call – Lyon, Klein, Flower, Binn & Stanczak

Staff in Attendance – Gajewski & Busch

Comments from the public as allowed by Wis. Statutes §19.84 (2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
None

Approve Utility Commission minutes from December 20, 2021, and December 30, 2021, as prepared & distributed
Klein/Binn motion to approve. Passed 5-0

Acknowledgement of correspondence
None

Approval of the December 2021 Financials
Discussion was had on the actual revenue numbers for the water utility compared to the 2021 budgeted amount.
Klein/Binn motion to approve. Passed 5-0.

Approval of the December 2021 Bills
Discussion was had on the invoice from Lane Tank being included in the bills. Gajewski said there were no changes to the scope of work or the approved amount for the reservoir work, but the invoice did include an inspection of reservoir 1 so he listed it as an agenda item in case there were any questions on that.
Binn/Stanczak motion to approve the December 2021 bills. Passed 5-0.

Directors Report
Gajewski gave an overview of the submitted Director's report.
Flower/ Binn motion to approve the Directors Report. Passed 5-0.

Discussion/Action on payment to Lane Tank Co., for interior coating work completed on Reservoir #3 – Project 21-03
Since the bill list had been approved and the Lane Tank invoice was included on it, no further action was taken.

Discussion/Action on water & sanitary sewer service provided to the Oak Terrace area
Gajewski gave an overview of the history of the Oak Terrace utilities, which was also in his memo in the packet. The easements need to be defined and recorded and Gajewski is looking for input from the Commission to confirm that everything beyond the 2" main is private as was determined in the past. There are water services running through sewer manholes which is a health hazard and could mean the

homes would be deemed unsafe and uninhabitable. The different options available to fix the problems were discussed, including how much authority the Utility has to do the repairs and charge the cost back to the homeowners. It was felt that Gajewski should go forward with getting the easement that gives us access to our water main signed and recorded. He should continue conversation with the homeowners in Oak Terrace and talk with the City Attorney. This item will be brought back in February for more discussion.

No action taken.

Discussion/Action on application for sewer credit filed by Raymond & Colleen Egan – 1024 S Lakeshore Dr

Gajewski gave the background information behind the application for a sewer credit. The Utility policy is that a property can only be issued a sewer credit once every five years but as this is one event and has occurred due to a timing issue with meter reading for the fourth quarter bill, staff recommend approval. Flower/Binn motion to approve the sewer credit of \$323.90. Passed 5-0.

Discussion/Action on the purchase of replacement polymer feed system for dewatering process

Gajewski reported the operational issues being experienced with the current equipment which has reached the end of its useful life. If a direct replacement is done, we would not be required to undergo a facilities needs review by the DNR or an engineering design. There is only one local supplier for a direct replacement and this purchase was included in the 2022 budget.

Flower/Binn motion to approve the Energenecs proposal for the polymer feed system for \$62,162.16. Passed 5-0.

Discussion/Action on proposal by T-Mobile/Sprint for alterations to facilities located at the Host Dr Tower

Gajewski provided the history of this request and reported that Dixon Engineering has reviewed it and made recommendations. T-Mobile responded to the recommendations and Dixon reviewed the response as well. Now, T-Mobile are requesting that the Commission either approve their request or approve the recommendations of Dixon Engineering. They wish to upgrade their equipment but are using a previous structural analysis which does not take into account any changes made by other carriers since it was performed. Dixon are recommending a new full structural analysis be performed and staff would be in support of this, especially since there have already been three modifications to equipment on this tower since 2017. Discussion was had on requiring a full structural analysis every time a carrier wishes to modify their equipment. It was felt that this should be the standard procedure.

Binn/Flower motion to affirm the recommendations made by Dixon Engineering and table the approval of T-Mobile's project until all the items are resolved. Passed 5-0.

Discussion/Action on US Cellular preliminary proposal to relocate equipment to a monopole located at the Center St Tower

Gajewski reported that the Center St Tower is at its capacity for housing communication equipment. US Cellular have 3G/LTE equipment on the tower currently and need to upgrade for 5G. They are requesting the installation of a monopole which they would own and maintain but house on our property. They have a preferred location but are open to input from the Utility. Gajewski brought their plan review to the Development Review Committee and there was no objection to a monopole from them. This is really a first look to agree on a location. If the Commission agree to it, it may be possible to have the other carrier currently on the tower move their equipment to the monopole as well. This could be timely as the tower will need to be painted in the near future. Discussion was had on what a lease for the monopole would look like, how revenues would be affected and what other communities are doing. There was also concern regarding liabilities and whether there should be a height limit. The

Commission are not against the installation of a monopole but would like more information before making a decision.

No action taken.

Discussion/Action on Covenant Harbor PIP Amendment Application, razing of Triplets building and construction of Twins buildings

Gajewski said that this is still a fluid discussion and gave the history of the utilities in this location. Staff did a site visit last week when Covenant Harbor had a company out to try to locate their services and determine what size they are and which buildings they service. It was determined that they have a 1" service and this would not be sized adequately for future expansion. The need for a new water main is likely but we have to determine if it would become part of the public water system and be owned and maintained by the Utility or remain part of the private utilities in Covenant Harbor. The request from Covenant Harbor at this time is to use the section of 8" water main installed in 2015 and tie into that with a 3" service that would serve the twins and three other buildings to the east of there. There are a number of different things being discussed including that the carriage house was found to be unmetered since the last renovation. In the long run, there is the potential of using a mass meter to service them and their system would remain private with a defined area of ownership. As there is no formal submittal yet, no action was taken.

Adjourn

Flower/Klein motion to adjourn at 5:27pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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LAKE GENEVA UTILITY COMMISSION**